

EDITED TASK LISTING

CLASS: BUILDING MAINTENANCE WORKER (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	In an institutional setting, cleans, maintains, and repairs building fixtures and equipment (i.e. windows, doors, door jams, door closures, screens, flooring, furniture, Venetian blinds, gutters, drains, shelving, and kitchen equipment/utensils, etc.) for corrective maintenance utilizing construction hand-tools (e.g., screwdriver, hammers, etc.) under the direction of their immediate supervisor.
2.	In an institutional setting, assist in performing work-orders issued by the Standard Automated Preventive Maintenance Systems (e.g., emergency generators, electric motors, Heating, Ventilation and Air Conditioning (HVAC) and laundry equipment, etc.) utilizing basic hand tools to ensure the proper operation of the equipment according to manufacturers specifications under the direction of their immediate supervisor.
3.	In an institutional setting, assist a skilled craftsperson in lubricating, regulating, and repairing sewage, water, cooling, and heating system lines and equipment to maintain operation of critical systems utilizing power tools and equipment under the direction of their immediate supervisor.
4.	In an institutional setting, assist a skilled craftsperson or supervise inmates in repairing concrete and asphalt to maintain grounds and roadways utilizing power tools and specialized equipment (e.g., cement mixers, power trowels, etc.) under the direction of their immediate supervisor.
5.	In an institutional setting, assist a skilled craftsperson or supervise inmates in install/repair drywall, tape and texture, prep and paint buildings and equipment to maintain an aesthetically appealing appearance and prevent corrosion utilizing basic painting tools (e.g., paint brushes, sprayers, rollers, etc.) under the direction of their immediate supervisor.
6.	In an institutional setting, assist a skilled craftsperson or supervise inmates in roof repairs to maintain building integrity utilizing basic hand tools under the direction of their immediate supervisor.

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7.	In an institutional setting, operates automotive equipment and hauls materials (e.g., parts, supplies and debris, etc.) utilizing forklifts, small dump trucks, small tractors and trailers, etc. under the direction of their immediate supervisor.
8.	In an institutional setting, requisitions supplies and orders material utilizing standard departmental forms used in performing daily maintenance under the direction of their immediate supervisor.
9.	Maintain order, instruct, lead and supervise inmates, wards or resident workers committed to the Department of Corrections and maintain security of work areas and materials in the performance of daily maintenance activities utilizing interpersonal communication skills and heightened awareness of the surroundings as dictated by departmental policy.
10.	Prevent escapes and injury by inmates, wards or residents to themselves or others or to property to ensure the safety and security of the institution and the general public utilizing heightened awareness of the surroundings and various alarm systems as dictated by departmental training and policies.
11.	Search and inspect premises and inmates, wards, residents, and/or patients for contraband, such as weapons and/or illegal drugs utilizing search techniques as dictated by departmental training and policies.
12.	In an institutional setting, prepares and maintains inmates records (e.g., work performance, time logs, etc.) to track information required by law utilizing standard departmental forms as dictated by departmental training and policies.
13.	Appropriately handle stressful situations in the workplace, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills and personnel management techniques as dictating by departmental policies.

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14.	Comprehend and apply federal and local safety laws, rules, regulations and policies governing work activities to perform all tasks in a safe manner to prevent injury by utilizing appropriate safety and personal protective equipment (e.g., goggles, gloves, etc.) as directed by departmental training and policies.
15.	In a maintenance capacity, communicate and understand general written and verbal instructions to complete assigned tasks in a productive, effective and professional manner at the direction of their immediate supervisor.